



STATE LANDS COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE LANDS COMMISSION	RELEASE DATE:	Thursday, December 24, 2009
POSITION TITLE:	Chief, Land Management Division, CEA 3	FINAL FILING DATE:	Monday, January 25, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	12232009_1

POSITION DESCRIPTION DUTIES/RESPONSIBILITIES

As a member of the Executive Staff, the Chief of Land Management works with the Executive Office and other divisions to manage the most complex land management issues that come before the Commission. The Chief of Land Management has the responsibility to plan, organize and direct the diverse and complex Land Management program which includes identifying, describing, leasing, preserving and otherwise managing lands under the jurisdiction of the California State Lands Commission for the purpose of obtaining optimum land use and revenue generation consistent with sound land use planning, environmental protection and statutory limitations; consulting with and advising the Attorney General's Office on matters concerning State interest in lands involved in litigation actions; supervising a program for monitoring the administration of sovereign lands which have been granted in trust; representing the Commission in the most sensitive or complex matters relating to the leasing and sale of State lands; conferring, cooperating with and securing the support and participation of various public and private organizations in connection with the use, leasing and sale of State lands; analyzing or supervising the preparation of complex environmental and land use reports; addressing interested groups on various phases of the State lands management program; serving on a variety of related committees; and providing consultation on various land transactions, environmental considerations, complex land use, boundaries and other related matters. The incumbent will typically have contact with the Executive Office, Commission members, the Attorney General's Office, State Legislators, federal officials, other State agencies, public interest organizations, City and County officials, private industry and other Division Chiefs and staff within the Commission.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

Knowledge of principles of public land management including a broad based background in the specific areas of sovereign, granted and school land management; land use planning; leasing; appraisals; boundary determination; title determination; environmental studies; Federal and State law and administrative regulations relating to environmental protection; Federal, State and local land and resource management programs; policies and procedures of the California State Lands Commission; principles and practices of public administration and personnel management and supervision; knowledge and experience in evaluating and making recommendations regarding highly sensitive and complex land and resource issues; and ability to successfully negotiate settlements in the best interest of the State of California and the public trust.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Land Management Division, CEA 3**, with the **STATE LANDS COMMISSION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE LANDS COMMISSION, Personnel Office
100 Howe Ave., Suite 100-S, Sacramento, CA 95825
Mary Murray | 916-574-1910 | murraym@slc.ca.gov

ADDITIONAL INFORMATION**STATEMENT OF QUALIFICATIONS**

All interested applicants are required to submit a Statement of Qualifications, not to exceed 3 pages, with specific information on how his/her background, knowledge, skills and abilities meet the minimum and desirable qualifications. The Statement of Qualifications must discuss the following critical factors:

1. Describe your experience and ability, including leadership techniques, for organizing, motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff. 2. Describe your experience in conducting multi-party negotiations and dealing effectively with a variety of individuals, advocacy organizations and governmental agencies at all levels regarding public policy issues involving land management and environmental protection issues. 3. Describe your knowledge of federal and State law and administrative regulations relating to environmental protection and property ownership. 4. Describe your familiarity with the Public Trust doctrine in the conduct of public policy decisions. 5. Describe your experience in working with or for a body of elected and/or appointed public officials such as the Commission. 6. Describe your knowledge of principles of land use planning, leasing, appraisals, boundary determination, title determination, environmental studies and federal, State and local land and resource management programs.

WRITING SAMPLE

In addition to the standard State application, resume and Statement of Qualifications, applicants must submit a writing sample, not to exceed 3 pages, that demonstrates their analytical skills and their ability to communicate effectively.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE LANDS COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>